

LEGISLATIVE DIVISION

City Clerk

City Council

Record Maintenance

Elections & Registrations

City Council

Mission Statement

The mission of the City Clerk is to serve as the Clerk to the City Council. In this position the Clerk maintains the records of the City Council, such as recording of votes, minutes of legislative sessions, indexing of Council documents, and to serve as a research assistant to the City Council. The City Clerk also is responsible for the update of all City Ordinances and the scheduling of Council Committee meetings. Coordinates process of legal claims and maintains a database of claims filed against the city.

Significant Changes

The maintaining of information on the city's website in reference to Council Committee and regular meetings, agendas and minutes.

Previous Fiscal Year Accomplishments

- The Salem Traffic Ordinances are now printed and updated by Municipal Code Corporation annually.

FY 2008 Goals & Objectives

- To eventually get the Traffic and Zoning Ordinances on line for the website as we do with the regular City Ordinances.

7/26/2007

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CITY OF SALEM - FY 2008 OPERATING BUDGET

		Expenditures FY 2006	Adopted Budget FY 2007	Adjusted Budget FY 2007	Y-T-D Expenses FY 2007	Department FY 2008	Mayor FY 2008	Council FY 2008
City Council-Personnel								
11111	5111 SALARIES-FULL TIME	97,302.90	97,700.00	97,700.00	97,700.00	97,700.00	97,700.00	97,700.00
11111	5150 FRINGE/STIPENDS	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
	Total City Council-Personnel	119,302.90	119,700.00	119,700.00	119,700.00	119,700.00	119,700.00	119,700.00
City Council-Expenses								
11112	5306 ADVERTISING	12,000.00	16,000.00	36,891.24	36,368.25	20,000.00	20,000.00	20,000.00
11112	5381 PRINTING AND BINDING	10,073.52	10,400.00	10,400.00	10,176.81	10,400.00	10,400.00	10,400.00
11112	5421 OFFICE SUPPLIES (GEN	244.99	250.00	250.00	243.69	250.00	250.00	250.00
11112	5730 DUES AND SUB	104.95	200.00	200.00	130.00	200.00	200.00	200.00
	Total City Council-Expenses	22,423.46	26,850.00	47,741.24	46,918.75	30,850.00	30,850.00	30,850.00
030	111 Department Total	141,726.36	146,550.00	167,441.24	166,618.75	150,550.00	150,550.00	150,550.00

FY 2008 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2007	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2007	Rate FY 2008 4.5%	Dept Prop FY 2008	Mayor FY 2008	Council FY 2008
BLAIR	E 030 CITY COUNCIL	11111-5111	COUNCILLOR	03/01/2006	8,000.00		1				8,000.00	8,000.00	8,000.00
CORCHADO	LUCY 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,000.00	8,000.00	8,000.00
FUREY	THOMAS H 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1996	8,000.00		1				8,000.00	8,000.00	8,000.00
LOVELY	JOAN P 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/05/1998	8,000.00		1				8,000.00	8,000.00	8,000.00
O'KEEFE SR	JOSEPH A 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2000	8,000.00		1				8,000.00	8,000.00	8,000.00
OLEARY	LEONARD F 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/1984	8,000.00		1				8,000.00	8,000.00	8,000.00
PELLETIER	JEAN A 030 CITY COUNCIL	11111-5111	COUNCIL PRESIDENT	01/01/2004	8,000.00		1				8,000.00	8,000.00	8,000.00
PREVEY	PAUL A 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,000.00	8,000.00	8,000.00
SARGENT	ARTHUR 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2000	8,000.00		1				8,000.00	8,000.00	8,000.00
SOSNOWSKI	MICHAEL 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	8,000.00		1				8,000.00	8,000.00	8,000.00
VENO	MATTHEW R 030 CITY COUNCIL	11111-5111	COUNCILLOR	01/01/2004	8,500.00		1				8,500.00	8,500.00	8,500.00
LAPOINTE	CHERYL A 030 CITY COUNCIL	11111-5111	CLERK OF COUNCIL	05/01/1977	4,000.00	B		12	333.33	333.33	4,000.00	4,000.00	4,000.00
LAPOINTE	CHERYL A 030 CITY COUNCIL	11111-5111	CLERK OF COMMITTEE	05/01/1977	500.00	B		12	41.67	41.67	500.00	500.00	500.00
SIMONS	ILENE 030 CITY COUNCIL	11111-5111	ASST CLERK	02/27/1989	4,000.00	B		12	333.33	333.33	4,000.00	4,000.00	4,000.00
SACCO	E 030 CITY COUNCIL	11111-5111	BUDGET CLERK	06/16/1988	700.00	B		Lump Summ			700.00	700.00	700.00
					97,700.00			Total Full Time - 5111			97,700.00	97,700.00	97,700.00
Councillors	030 CITY COUNCIL	11111-5150	CITY COUNCIL EXPENSES					11	2,000.00	2,000.00	22,000.00	22,000.00	22,000.00
					22,000.00			TotalFringe - 5150			22,000.00	22,000.00	22,000.00
					119,700.00			Department Total			119,700.00	119,700.00	119,700.00

	FY 2006	FY 2007	FY 2008	Variance
Full-Time Equivalent Employees:	5.0	5.0	5.0	0.0

City Clerk

Mission Statement

The Mission of the City Clerk is to serve as custodian of city records, the recording and reporting of vital statistics (birth, death, and marriage), and to issue certified copies of records. The City Clerks office also issues permits and licenses in accordance with state laws and city ordinances, such as marriage intentions and licenses, dog licenses, auctioneer, beano, contract operator, drain-layer, fortunetelling, public guide, junk dealer, pawnbroker, raffles, sea-worms, inflammables, second hand valuables, taxi operator, taxi cab, limos and yard sales. Administers oaths of office to elected and appointed city officials and attests all official documents of the city with the city seal. The City Clerk also oversees the non-criminal fine payments to treasurer.

Significant Changes

None.

Previous Fiscal Year Accomplishments

- Successfully accomplished automating a new licensing of dogs and maintain data on computer.

FY 2008 Goals & Objectives

- Would like to automate vital records for processing and recording.

CITY OF SALEM - FY 2008 OPERATING BUDGET

7/26/2007

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		Expenditures FY 2006	Adopted Budget FY 2007	Adjusted Budget FY 2007	Y-T-D Expenses FY 2007	Department FY 2008	Mayor FY 2008	Council FY 2008
City Clerk-Personnel								
11611	5111 SALARIES-FULL TIME	148,787.45	148,990.00	148,990.00	148,989.36	149,562.00	154,529.00	154,529.00
11611	5150 FRINGE/STIPENDS	300.00	300.00	300.00	300.00	300.00	300.00	300.00
Total City Clerk-Personnel		149,087.45	149,290.00	149,290.00	149,289.36	149,862.00	154,829.00	154,829.00
City Clerk-Expenses								
11612	5242 OFFICE EQUIPMENT REP	765.00	500.00	500.00	282.00	500.00	500.00	500.00
11612	5381 PRINTING AND BINDING	6,627.93	3,000.00	3,000.00	2,998.35	3,000.00	3,000.00	3,000.00
11612	5421 OFFICE SUPPLIES (GEN	747.35	750.00	750.00	749.57	750.00	750.00	750.00
11612	5450 ARCHIVAL SUPP & EQUI	768.60	800.00	800.00	593.25	800.00	800.00	800.00
11612	5509 DOG LICENSES	923.13	1,000.00	1,000.00	935.97	1,000.00	1,000.00	1,000.00
11612	5730 DUES AND SUB	0.00	500.00	500.00	215.00	500.00	500.00	500.00
Total City Clerk-Expenses		9,832.01	6,550.00	6,550.00	5,774.14	6,550.00	6,550.00	6,550.00

030	161	Department Total	158,919.46	155,840.00	155,063.50	156,412.00	161,379.00	161,379.00
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FY 2008 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2007	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2007	Rate FY 2008	Dept Prop FY 2008	Mayor FY 2008	Council FY 2008
LAPointe	CHERYL A 030 CITY CLERK	11611-5111	CITY CLERK	02271989	69,412.20		1	1	1,334.85	1,394.92	69,679.17	72,814.73	72,814.73
SIMONS	ILENE 030 CITY CLERK	11611-5111	ASST CITY CLERK	09/05/2000	40,519.96		1		779.23	814.30	40,675.81	42,506.22	42,506.22
					109,932.16		Total Full Time - 5111				110,354.98	115,320.95	115,320.95
					109,932.16		Department Total				110,354.98	115,320.95	115,320.95

	FY 2006	FY 2007	FY 2008	Variance
Full-Time Equivalent Employees:	3.0	3.0	3.0	0.0

FY 2008 AFSCME Union Employee Rates

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Elections & Registrations

Mission Statement

The City Clerk serves as the Clerk to the Board of Registrars of Voters, officiates elections and establishes procedures to be followed by election officials at each precinct, oversees registration of voters, prepares computer reports on election returns and prepares election materials of voting precincts. Also organizes the set-up of precincts and maintains handicapped accessibility of all voting locations, supervises staff, issues nominations papers to local candidates, certifies signatures of voters signing nomination papers and initiative petitions for state ballot questions. Oversees citywide resident parking program, issues stickers and visitor passes, and maintains data on the city census.

Significant Changes

None.

Previous Fiscal Year Accomplishments

- Moved polling location for Ward 4 Precinct 1 after the sale of the Endicott School

FY 2008 Goals & Objectives

- Re-evaluate polling locations for public safety, handicapped accessibility. And to find a new polling location Ward 7 precinct 1

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CITY OF SALEM - FY 2008 OPERATING BUDGET

Expenditures		Adopted Budget	Adjusted Budget	Y-T-D Expenses	Department	Mayor	Council
FY 2006		FY 2007	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008
Elect & Reg-Personnel							
11621	5111 SALARIES-FULL TIME	156,694.90	162,693.00	162,692.06	164,734.00	166,520.00	166,520.00
11621	5131 OVERTIME (GENERAL)	3,955.90	4,850.00	4,714.52	5,000.00	5,000.00	5,000.00
11621	5150 FRINGE/STIPENDS	900.00	900.00	900.00	900.00	900.00	900.00
Total Elect & Reg-Personnel		161,550.80	167,593.00	168,306.58	170,634.00	172,420.00	172,420.00
Elect & Reg-Expenses							
11622	5221 RES STICKER PARKING	250.00	250.00	248.40	250.00	250.00	250.00
11622	5222 MOTOR VOTER	486.31	500.00	350.00	500.00	500.00	500.00
11622	5242 OFFICE EQUIPMENT REP	324.56	325.00	324.00	325.00	325.00	325.00
11622	5280 POLLING PLACE RENT	200.00	300.00	200.00	300.00	300.00	300.00
11622	5306 ADVERTISING	560.98	650.00	584.76	650.00	650.00	650.00
11622	5309 POLLWORKERS	25,000.00	25,000.00	22,040.00	25,000.00	25,000.00	25,000.00
11622	5381 PRINTING AND BINDING	6,369.00	6,500.00	6,453.74	6,500.00	6,500.00	6,500.00
11622	5386 VOTING MACHINE SERVI	16,221.43	16,325.00	11,859.00	16,325.00	16,325.00	16,325.00
11622	5421 OFFICE SUPPLIES (GEN	1,934.97	2,000.00	1,657.25	2,000.00	2,000.00	2,000.00
Total Elect & Reg-Expenses		51,347.25	51,850.00	43,714.15	51,850.00	51,850.00	51,850.00
030	162 Department Total	212,898.05	219,443.00	212,551.76	222,484.00	224,270.00	224,270.00

FY 2008 MANAGEMENT, BOARD MEMBERS AND PART-TIME SALARIES

Name	Dept Name	Org/Obj	Job Desc	Hire Date	Budget FY 2007	Code	# Hours Wkly = 1	# Board Meetings	Rate FY 2007	Rate FY 2008 4.5%	Dept Prop FY 2008	Mayor FY 2008	Council FY 2008
DEFRANCESO	030 ELECTIONS & REGISTR	11621-5111	CH BOARD REGISTRAR		750.00	B		4	187.50	187.50	750.00	750.00	750.00
KIRKPATRICK	030 ELECTIONS & REGISTR	11621-5111	RES PARKING STICKER	3/20/06	750.00	B		6	125.00	125.00	750.00	750.00	750.00
LAPORTE	030 ELECTIONS & REGISTR	11621-5111	CLERK OF BOARD		1,600.00	B		12	133.33	133.33	1,600.00	1,600.00	1,600.00
MCNAUGHT	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER		700.00	B		12	58.33	58.33	700.00	700.00	700.00
MORAN	030 ELECTIONS & REGISTR	11621-5111	RES PARKING STICKER		750.00	B		6	125.00	125.00	750.00	750.00	750.00
SANDON	030 ELECTIONS & REGISTR	11621-5111	BD REGISTRAR MEMBER	7/14/2005	700.00	B		4	175.00	175.00	700.00	700.00	700.00
SPORT	030 ELECTIONS & REGISTR	11621-5111	RES PARKING STICKER		1,500.00	B		12	125.00	125.00	1,500.00	1,500.00	1,500.00
SPORT	030 ELECTIONS & REGISTR	11621-5111	ELEC ASST TO CITY CLK		39,510.64			1	759.82	794.01	39,662.60	41,447.42	41,447.42
					46,960.64			Total Full Time 5111			47,112.60	48,897.42	48,897.42
					46,960.64			Department Total			47,112.60	48,897.42	48,897.42

	FY 2006	FY 2007	FY 2008	Variance
Full-Time Equivalent Employees:	4.0	4.0	4.0	0.0

FY 2008 AFSCME Union Employee Rates

EMPLOYEE NAME	Department	Org/Object	Job Title		BUDGET FY 2007	Rate FY 2007 2.0%	Rate FY 2008 0.0%	STEP INCREASES Date Rate # Wks Old New	Dept FY 2008 52.2	Mayor FY 2008 52.2	Council FY 2008 52.2	LONGEVITY
MCNAUGHT JULIE	M 030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III	08/01/98	39,057.27	751.10	751.10		39,207.49	39,207.49	39,207.49	
SERPA LINDA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR II/III	7/26/2004	37,616.61	751.10	751.10		39,207.42	39,207.42	39,207.42	
KIRKPATRICK MARCIA	030 ELECTIONS & REGISTR	11621-5111	ASST REGISTRAR III	3/20/06	39,057.20	751.10	751.10		39,207.42	39,207.42	39,207.42	
					<u>115,731.08</u>				<u>117,622.33</u>	<u>117,622.33</u>	<u>117,622.33</u>	<u>.</u>